



MEMORANDUM

JOB VACANCY NOTICE

Posting Date:	July 26, 2016	Closing Date:	Until Filled
State Job Title:	Court Law Clerk	FLSA Status:	Prof-Exempt
Agency Job Title:	Law Clerk	Location:	Austin, TX
Salary Range	\$55,000.00	Type of Job:	Full Time
Contact Person:	Abel Acosta, Clerk of the Court, P. O. Box 12308, Capitol Station, Austin, Texas 78711, 512-463-1551		
Job Description:	See attached description.		

Court of Criminal Appeals Law Clerk position for Judge David Newell to begin September 1, 2017.

A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should send a cover letter, resume, two recommendations, a writing sample, and a State employment job application form to the office of Abel Acosta, Clerk of the Court, Court of Criminal Appeals, Box 12308, Capitol Station, Austin, Texas 78711. A State Employment Application Form can be found here: (www.twc.state.tx.us/jobseekers/state-texas-application-employment)

Personal interviews will be conducted only upon invitation by the Court.

COURT LAW CLERK I
CLASS NO. 3610
SALARY GROUP B18

JOB DESCRIPTION

GENERAL DESCRIPTION

Performs complex (journey-level) legal research and analysis work within the judiciary system. Work involves conducting research and examining and preparing legal opinions, briefs, memoranda, and other legal documents. May train others. Works under general supervision with moderate latitude for the use of initiative and independent judgment. The position begins September 1, 2017.

EXAMPLES OF WORK PERFORMED

Prepares and/or reviews legal opinions, briefs, proposals, and reports.

Conducts legal research on issues involved in cases before the court.

Reviews legal briefs, clerks' records, reporters' records, and motions filed in submitted cases.

Attends the presentation of oral arguments.

May review cases for jurisdictional deficiencies and procedural compliance.

May assist in editing of opinions.

May assist judges or justices in preparing for oral arguments.

May train others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in legal research and writing on a law review, journal, or place of employment.
Graduation from an accredited law school with an LLB or a JD degree.

Knowledge, Skills, and Abilities

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules relating to the court.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Ability to prepare opinions and briefs; to interpret and apply laws, rules, and regulations; to conduct research; to summarize findings; to use legal reference materials; to communicate effectively; and to train others.

Registration, Certification, or Licensure

Required to have taken the State of Texas bar examination.